



# FIRE MARSHAL (DIVISION CHIEF)

## Full-Time Open Opportunity

### \$7,469.62- \$ 9,079.36

#### Retirement - 3% @ 50

**FINAL FILING DATE:** Application materials must be received by the Human Resources Division not later than 5:00 p.m. on March 2, 2007. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from: HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240. To request applications by phone please call (209)333-6704. TDD (209)333-6853. [www.lodi.gov](http://www.lodi.gov)

#### ABOUT THE CURRENT VACANCY

Under administrative direction, manages and administers a comprehensive fire prevention program; supervises, trains, evaluates and provides technical assistance to assigned staff; works with employees to correct deficiencies; implements discipline procedures; directs weed, rubbish, trash removal and nuisance abatement programs; assists in the preparation of the Fire Department budget; develops cost estimates for budget items; directs, coordinates and inspects the more complicated inspections of all buildings; reviews and enforces corrections on building plans to ensure compliance with sound fire prevention practices and life safety requirements; assists in the development and implementation of policies, goals, objectives, and priorities; develops and implements procedural methods and practices for reviewing plans, conducting inspections, and investigating fire loss incidents; issues permits; supervises and oversees the Fire Investigation Unit conducting the investigations of fires to determine causes and damages; investigate suspects in conjunction with law enforcement and appears in court to testify as to the origins of suspicious fires; investigates potential fire and safety hazards within the City; coordinates the activities of the Fire Prevention Bureau with other programs of the Fire Department; represents the City in the community and at professional meetings as required; coordinates Fire Department activities with other City departments and divisions and with outside agencies; act as the Fire Department's Public Information Officer; supervise and coordinate departments public education program conducts field inspections of construction projects as necessary; coordinates and supervises and company inspection program; evaluates existing fire safety conditions and enforces federal, state and local codes, ordinances and regulations applicable to fire safety; recommends policies, procedures and ordinance revisions as necessary; responds to greater alarm fires; and performs related duties as required. May serve as ther Fire Chief in the Fire Chief's absence.

#### THE IDEAL CANDIDATE

The ideal candidate will have: **Knowledge of:** Administrative principles and methods including goals and objective setting, program development and implementation, work organization, and supervision. Principles, techniques, strategy, materials, apparatus and equipment design used in fire suppression, investigation and prevention. Principles, practices, techniques and equipment used in medical, chemical, and hazardous material, rescue, and a variety of other emergency response. Principles and practices of budget development and administration. Applicable state and federal laws, codes, ordinances and regulations; **Ability to:** Manage and direct a major division of a fire department; Plan, direct, organize and coordinate a large number of employees through subordinate supervisors; Analyze administrative and emergency response and operations problems, developing sound alternatives, and adopting effective courses of action including under emergency circumstances; working as a member of a decision making team and be able to reach consensus of opinion; Develop and implement goals, objectives, policies, procedures, work standards and management controls; Establish and maintain cooperative and effective relationships with those contacted during course of work; Prepare clear and concise records, reports, correspondence, and other written materials; Exercise sound independent judgment within general policy guidelines; Communicate clearly and concisely in both orally and writing. Participation in the Lodi Fire Department Physical Fitness Program. A FULL JOB DESCRIPTION IS AVAILABLE UPON REQUEST

#### MINIMUM QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Five years of experience in firefighting, training, or fire prevention work, including two years of supervisory experience equivalent to a Fire Captain.

**Education:** Equivalent to an Associate of Arts degree from an accredited college in fire science, business administration, personnel management, or a related field. Bachelors degree is highly desirable.

**License:** Possession of the appropriate Commercial Driver's License with endorsements, as mandated by the California Commercial Vehicle Code. Certification as a State of California Fire Officer. Possession of a certificate for the completion of coursework under California Penal Code Section 832.

**TESTING PROCESS:** Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. Eligible list last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

**Evaluation of Qualifications:** Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in the testing process. Resumes may not be substituted for a completed application.

**Tentative Recruitment Plan:** The following recruitment plan is tentative and subject to change. The Human Resources Division reserves the right to change the testing process when necessary. Make-up examinations and/or exercises will not be available.

**Assessment Exercises: 3/28/07 and/or 3/29/07**

**Department Selection Interviews: TBA**

THIS JOB CLASSIFICATION MAY BE SUBJECT TO MEET AND CONFER

EQUAL OPPORTUNITY EMPLOYER

**EQUAL OPPORTUNITY EMPLOYER** - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

**AMERICANS WITH DISABILITY ACT** - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

**CRIMINAL BACKGROUND INFORMATION** - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

**HIRING PROCEDURE** - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

**CONDITIONAL JOB OFFERS** - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

**MEDICAL-DRUG SCREENING** – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

**APPOINTMENT** - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

#### **EMPLOYMENT BENEFITS**

**SALARY** - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

**HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE** - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

**HEALTH INSURANCE** - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

**LIFE INSURANCE AND LONG TERM DISABILITY** - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

**RETIREMENT AND DEFERRED COMPENSATION** - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System except for the required medical contribution. Employees may participate in a 457 Deferred Compensation program.

**FLEXIBLE SPENDING ACCOUNT** - Employees may participate in a Section 125 Flexible Spending Account.

#### **IMPORTANT NOTE:**

**This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.**

**FIRE DEPARTMENT PUBLIC SAFETY EMPLOYEES HIRED AFTER JANUARY 1, 1989 MUST BE TOBACCO FREE AND CANNOT USE TOBACCO PRODUCTS ON OR OFF DUTY**

